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## MEMORANDUM

**DATE:** March 12, 2004

**TO:** Family Care CMO Directors

**FROM:** Greg Robbins  
Center for Delivery Systems Development

**SUBJECT:** Latest Encounter Reporting Information for CMOs

The BIS staff of DHFS Family Care are sending you a March 2004 update regarding issues related to the Encounter Reporting project. This memo provides a brief overview of the issues as well as relevant attachments. Please review this memo carefully as some updates may affect the way you or your IT staff plan enhancements for Encounter Reporting. Most of the items discussed have already been addressed informally during IT Workgroup meetings:

**TRANSMISSION OF PROTECTED HEALTH INFORMATION (PHI) TO BIS STAFF -** BIS is committed to abiding by the privacy standards mandated by HIPAA. When sending data containing PHI to BIS, please send directly to, and only to, the person needing the data. If sending the data via email, please do not copy anyone else. Also remember to compress ("ZIP") and password protect with your CMO password. Likewise when BIS sends PHI data to the CMOs, they will send it directly to the intended recipient as a compressed, password protected attachment.

In the case of Encounter Reporting data transmissions, please send them to Sun Lutz only. She will send a confirmation email to confirm the data has been received. This confirmation email will not contain the data attachment and may be sent to others in BIS such as County contacts. If Sun needs to transmit data containing PHI, she will send it directly to the intended recipient and may send an informational email to others to let them know.

**POPULATING MODIFIER CODES SEQUENTIALLY -** As was discussed in your last IT Workgroup, the Encounter Reporting system assumes multiple-field Modifier Codes will be populated sequentially. Pricing Modifier, Diagnosis and ANSI Reason are all instances of multiple-field codes for Encounter. As an example, Second ANSI Reason Code should **not** be populated unless there is already a value in Primary ANSI Reason Code. If you wish to designate

three different ANSI Codes, they should populate the Primary, Second and Third ANSI Reason Code fields.

BIS will be implementing edits to check if these fields are populated sequentially. Initially, these edits will be warnings. If your business system automatically populates these fields in a different manner, BIS would like you to estimate the development effort necessary to address this (not historically - just going forward). Please forward the estimate to Russ Lutz in BIS by the next IT Workgroup meeting (April 21).

**STATUS OF CODE SETS AND WARNING MESSAGE VERIFICATION** - BIS has confirmed the following code sets used for Encounter editing as currently valid. These code sets will be used to validate your Encounter codes and to generate Warning messages:

**Verified Code Sets**

ANSI Reason Code

National Place of Service

Modifier Code

Procedure Code

BIS has not, as of yet, been able to verify the following code sets as valid. They will continue to work with EDS on verification:

**Unverified Code Sets**

Diagnosis Code

Revenue Code

BIS will notify you when all the code sets have been verified. Until then, please continue to ignore the Warning messages on the Encounter Submission Reports you receive. BIS has developed a separate "HIPAA Codes Warning Report" that will summarize non-HIPAA compliant warnings from your submission. For now, this report will be sent as an attachment along with your Submissions Status Report in order to help you identify HIPAA data compliance problems.

**NEW FEATURES / REQUIREMENTS FOR VERSION 1.6** - The BIS User Acceptance Team is testing the latest version of Encounter Reporting - Version 1.6. Included in this communiqué is an attachment titled "CMO Business Requirements for 1.6" written by Steve Harvancik. This attachment fully details the changes for this new release. Also attached, is an updated Encounter Data Dictionary that includes these latest changes. Release 1.6 is focused on HIPAA data compliance and the changes are summarized below:

- **New Data Elements** - These data elements will be optional and CMOs do not need to implement them immediately. You and your IT staff should, however, begin to plan for these changes as at some point in the future, they will become mandatory.
- **Changed Data Elements** - Certain XML tags have been changed. These tag changes will be optional and CMOs do not need to implement them immediately. You and your IT staff

should, however, begin to plan for these changes as at some point in the future, they will become mandatory.

- **New Edits** - These new edits are designed to provide warning feedback when non-HIPAA compliant data is encountered. Please review Steve's CMO requirements document for a detailed explanation of all the edits.

**FOLLOW-UP DISCUSSION AT APRIL 21st IT WORKGROUP** - BIS will schedule time at the next IT Workgroup to address this memo and answer any remaining questions or concerns you may have. If you have questions you would like addressed sooner, please feel free to call your BIS County Contact (listed below).

Additional updates will be sent to you as project enhancements continue. If you have any questions, you can contact the BIS team member designated below for assistance.

## **TECHNICAL ASSISTANCE**

The BIS team is available to provide technical assistance throughout the implementation of Encounter Reporting. If you have questions or need assistance, please feel free to give them a call. Each county has a support person designated to them for Encounter Reporting:

<b>Milwaukee CMO:</b>	<b>Jill Hoskins;</b> (608) 261-6843; HoskiJA@dhfs.state.wi.us
<b>Fond du Lac CMO:</b>	<b>Steve Harvancik;</b> (608) 267-9473; HarvaSS@dhfs.state.wi.us
<b>Portage CMO:</b>	<b>Marcie Perkins;</b> (608) 261-8886; PerkiME@dhfs.state.wi.us
<b>Richland CMO:</b>	<b>Russ Lutz;</b> (608) 261-8345; LutzR@dhfs.state.wi.us
<b>La Crosse CMO:</b>	<b>Steve Harvancik;</b> (608) 267-9473; HarvaSS@dhfs.state.wi.us
<b>Kenosha County:</b>	<b>Jill Hoskins;</b> (608) 261-6843; HoskiJA@dhfs.state.wi.us

If your support person is unavailable, feel free to call anyone on the list and they will try to assist you.